Business Gateway Advisory Group Meeting Notes
June 15, 2006

Participants:

Nancy Sternberg, Program Manager
Sharon Hopkins, DOD
Neil Sattler, DoEd
Barbara Bingham, DOL
Tracy Back, EPA
Nathan Zuckerberg, GSA
Dennis Vearrier, HUD
Glynis Long, SBA
Patrick Hyousse, VA
Megen Davis, USDA
Blessing Ogiata, VA
Bernie Gordon, DOI
John Gregory, M2
Joyce Hardy, SBA
Adjoa Oriyomi, SBA
Renee Speed, Treasury
Erica Youngman, USAID

Charlotte Warman, BG PMO
Jiyoung Chung, BG PMO
Cameron Hogan, BG PMO
Franklyn Matthews, BG PMO
Dan Costello, OMB
Tim Wang, OMB Representative

Phone participants:

Mickey Miles, DOE
Gordon Keller, DOC
Cesar DeGuzman, DOL
Jack Stoute, HHS
Carolyn Scully, EPA
Alzira Meierling, DOJ
Elizabeth Peightal, SSA
Steven Lott, DOT
Lynne Smith, Unisys

Meeting Time and Location
Thursday, June 15, 2006, 10:00am – 11:30am
General Services Administration Conference Room

Agenda
- PROJECT MANAGEMENT REVIEW:
    - MOU Update
    - Reprogramming Update
    - FY08 Funding Model Recommendation Approved
- PROJECT STATUS:
    - Portal Content: June 28, 2006 SBPRA Report
    - Outreach Plan/Activities: Outreach Timeline
    - Business Case Schedule
    - Forms/ROCIS Integration
    - Forms Catalog Update

PROJECT MANAGEMENT REVIEW:
- **Update on Previous Program Manager, Shivani Desai** – Nancy Sternberg has remained in contact with Shivani Desai, Business Gateway's previous Program Manager, who is now working at SBA in Arizona. Both Shivani and Nancy are excited and are adjusting well to their new positions.
- **Welcome New Faces** – Nancy Sternberg welcomes Danny Costello, OMB's new G2B Portfolio Manager, to his first Advisory Group meeting. The Business Gateway team is pleased to have him on board. SBA also welcomes Megen Davis, USDA's new Advisory Group member. BG is excited to welcome her aboard.
- **MOU/ Reprogramming Update** –BG has completed MOUs and transferred funds for 16 agencies. Outstanding agencies effected by reprogramming legislation are keeping BG appraised of their reprogramming status and the movement of funds as the end of the Fiscal Year approaches.
- **FY08 Funding Model Recommendation** –BG received approval of the FY08 Funding Model Allocation from the Governance Board in May.

PROJECT STATUS:
FY06 Data Call Update
- BG completed validation of resources June 13, 2006.
- BG has managed the cleanup of the data that was collected from the agencies. BG is now working with Keith Belton of OMB and preparing for our next step, which is to publish the information on June 28, 2006.
- Prior to June 28, 2006, there will be a soft launch of the Small Business Paperwork Relief Act (SBPRA) report for agencies to review their information and to provide feedback.
- Although many submissions of POCs for the agency were received, BG will be using the primary overall POC for the SBPRA June 28th publication and will verify the remaining POCs with each agency prior to the re-launch in September.
- After June 28, 2006, Business Gateway may be contacting each agency for content, data, and other issues regarding the data call.

Outreach: Partner Agencies' Role in Outreach
- BG and JDG Communications staff will be contacting partner agencies in the next couple of weeks to schedule one-on-one meetings with Advisory Group members and/or agencies' Communications or Customer Service offices.
- BG will meet with partner agencies to discuss outreach and identify opportunities to collaborate (conferences, newsletters, potential Working Group, etc.).
- BG requests that partner agencies publish a Business.gov link on their web site. BG will provide artwork for this link closer to September.
- BG will finalize a date and venue for the Launch Event in the coming weeks.

Business Case Schedule
- 50% of the Exhibit 300 Development draft should be completed by July 1, 2006.
- BG will hold an Advisory Group Review in mid – July to provide AG members with an opportunity to comment on the content and overall document.
- The Governance Board will be reviewing the Exhibit 300 in early August and signing off in mid – August.
- Project Management and Oversight of the Exhibit 300 continues to be an ongoing task for the BG team.

Forms/ROCIS Integration
- ROCIS 2.3 is planned for a July 31, 2006 re-launch.
- ROCIS creates a file of all necessary data elements for Forms Catalog to pull from.
- The XML interface is between ROCIS and the Catalog, not agencies and the Catalog.
- The ROCIS process applies to any form with an OMB control number.
- BG is coordinating to have Jacqueline Zeiher from OMB attend an Advisory Group meeting to address questions regarding ROCIS/ICR.

Forms.gov Update
- GSA awarded a hosting contract
  - The primary vendor is Raytheon, with SAVVIS as the hosting provider.
  - The current Forms.gov will launch prior to August 12.
- Version 2.3 requirements have been completed, and a launch will be coordinated with the re-designed Business.gov in September.

Next Steps
- Publish SBPRA Data: June 28, 2006
- Conduct Next AG Meeting: July 12, 2006